

Weekly Report to the City Council for the Week of

July 25th- July 29th, 2016

Administrator

City Administrator's Office

City Administrator (CA) Stewart participated in an Arcadia PD outreach event held at the Elizabeth Missionary Baptist Church courtesy of Pastor Jerry Alexander and his congregation. The event brought together participants from across the community to discuss PD/Community relations. It enabled participants to ask questions about how and why police officer may handle situations in certain ways or to express their concerns about past experiences. Marshal Matt Anderson of the Arcadia PD was the PD representative responding to all questions and concerns and was joined by DCSO Lt. Jose Vitali. Many straightforward and well-thought-out questions were brought forth and both Marshal Anderson and Lt. Vitali did an excellent job with their responses. All participants were courteous and respectful.

The CA met with Ms. Jennifer Codo-Salisbury of the CFRPC and Ms. Shannon McPherson joined in by telephone from the CFRPC. The discussion centered on possible Brownfield locations in the city and how the city might utilize the CFRPC to apply for and EPA Area-wide Brownfields grant. Following that meeting Ms. Codo-Salisbury and the CA visited with DeSoto County Community Development Director Earl Han and County Economic Development Director Mike Taber to discuss how the county might participate in the grant application as well. There is a short time line for when the grant must be submitted, August 10. As a consequence, The CA agreed to bring it to the City Council during his report with a request the Council approve submittal of the grant application.

The CA met with Tax Collector Kathryn Hill and Deputy Property Appraiser David Williams to learn more about a legal challenge regarding taxing of properties owned by the Arcadia Housing Authority. It was discovered that the Authority wound up acknowledging that certain of its properties are taxable and agreed to pay those taxes. Therefore, the city is receiving tax proceeds from those properties as well.

The CA met individually with several Council Members to review the results of their performance evaluations of his work as City Administrator.

The CA and Code Officer McQuay met with Mr. Ernest Sturges regarding the zoning for his property and how it is currently being used as a business. The business that is there is a use that is not permitted in the zoning and staff informed Mr. Sturges of various elements of the situation and possible remedies.

Planning and Zoning

Weekly Report for the Week of July 25, 2016

7/25/16 Zoning Certificate approved by Fred Lewis for Reece Welch, contractor for property owner Eddie Nichols, at 714 N. Manatee Ave., Unit 2A. Request was for a carport with a shed at the end. ZC was picked up by applicant. There is conflict between condominium association on the carport and shed.

7/25/16 Received phone call from Jeff Schmucker about Thomas Signs requesting a Zoning Verification. Jeff Schmucker and Fred Lewis had already approved the Signage Certificate Applications. The County Building department was asking for Zoning Verification. Jeff Schmucker called Lester Hornbake at county to see what county needs. 7/27/16 Jeff Schmucker sent an email to Lester Hornbake at county advising there is a provision in the non conformity section of the sign regulations that respects a minimum required five (5) foot distance from any property line. Schmucker also advised county to use the 5-foot requirement in order to determine compliance.

7/25/16 Received LBTR application from Dipakkumar Patel for Economy Inn at 324 S. Brevard Ave. Renewal was given to Fred Lewis for approval. 7/26 Fred approved and certificate was sent to Economy Inn via mail.

7/25/16 Received LBTR from American Public Life Insurance at 2305 Lakeland Dr, Flowood, MS 39232. County License was missing and applicant was mailed for information. 7/26 Fred approved and certificate was sent to American Public Life Insurance via mail.

7/25/16 Received LBTR application from Muhammad Y. Memon MD, at 2400 Harbor Blvd #10. Renewal was given to Fred Lewis for approval. 7/26 Fred approved and certificate was sent to Muhammad Y. Memon MD via mail.

7/25/16 Received Local Business Tax Receipt Application from Burger King #3140 at 1016 Oak Street. LBTR was given to Fred Lewis for approval. 7/26 Fred approved and certificate was sent to Burger King #3140 via mail.

7/26/16 Received phone call from Kara at the County Appraisers office on Block 39 Vacate Right of Way. Carl McQuay took paperwork to County Appraiser's office. Second phone call from Kay Mercer was received on same property.

7/26/16 Received Local Business Tax Receipt application from Amoco LLC at 908 E Hickory Street for renewal. The LBTR application was given to Fred Lewis for approval. 7/26 Fred approved and certificate was sent to Amoco LLC via mail.

7/26/16 Received a request from Patrick Vilate at 1219 Tift Street in Port Charlotte, FL 33956 for information on LBTR. Mr. Vilate has a juke box business and the Local Business Tax Receipt form was sent to him with information that the cost is \$10.00 for each juke box.

7/26/16 Received approved 16-28ZC Zoning Certificate from Fred Lewis for Lane Nott to complete culvert work at 803 N. Robert Avenue. Note from Steve Underwood was on paperwork and pointed out to Lane Nott when approved Zoning Certificate was picked up.

7/26/16 Received Local Business Tax Receipt application renewal for Bizarre Bazaar at 106 W. Oak Street. LBTR was given to Fred Lewis for approval. 7/28/16 Request was approved by Fred Lewis and certificate was picked up by Mr. Cosby.

7/26/16 Received phone call from Clinton of K & J's about 1306 E. Oak, asking what it was zoned and if an Automobile Dealership could be on the lot. Lot was zoned B3 - General Business Commercial District and Automobile Dealer is a permitted use. 7/27/16 Clinton called back to check on the zoning of 1006 E. Magnolia, which was zoned B3 also.

7/27/16 Received three Sign Certificate Applications from Florida Sign Co., Inc. for MCR Health Services at 725 N. 12th Ave, Building B, and 1148 E. Gibson Street Building B. Health Services Inc at 1148 E. Gibson Street, Building A. These applications were sent to Jeff Schmucker for approval. 7/26/16 Received approval from Jeff Schmucker, to Fred Lewis for approval.

7/27/16 Received LBTR renewal application from Smith's Machine Shop & 4x4 at 120 N. 11th Avenue. Request was approved by Fred Line and certificate was sent to Smith's Machine Shop & 4x4 by mail.

7/27/16 Received paperwork from 21st Century Oncology LLC for LBTR. (Check was received last week without paperwork.) Application was given to Fred Lewis for approval. Approval was received and certificate was sent 21st Century Oncology LLC via email.

7/28/16 Received ZC approval from Jeff Schmucker for Jeremy Hurley at 510 Spring Avenue for a shed and fence. With stipulation that as long as the fence was four foot tall it could be where indicated on drawing. If it was to be six foot tall then it needed to be moved in 15 feet on the street side. Fred Lewis also approved request. Mr. Hurley was called to pick up the Certificate and advised of requirements for fence. He stated that it would be four feet tall and not six.

7/28/16 Attended the Special Master Meeting

7/29/16 Received email from Earl Hahn, Senior Planner, CFRP; *"Desoto County respectfully requests that the Historic Preservation Commission consider holding a special meeting to hear our Certificate of Appropriateness application for a new Fire Station on the south side of West Cypress Street between North Polk Avenue and Desoto Avenue/southbound US Highway 17. Fire Station construction is being funded by a state grant which must be expended by May 31, 2017 and it will take a good seven months to improve the site and construct the building. So every week we can save in the pre-construction process will help us avoid potential financial penalties associated with untimely completion of the Fire Station."* They will be contacting us for with a meeting date after August 9th.

7/29/16 Received a phone call from Ms. Klein at NFM Lending about the property for sale at 240 N Brevard. Ms Klein has a customer who wants to buy the property for their resident. The property is zoned B3 General Business Commercial. I advised Ms. Klein of this and that it would need to be rezoned before it could be used as a resident. The property was used for the Massage Therapy Center and owner lived on premises, unknown to the city. Information was forwarded to Jeff Schmucker to advise Ms. Klein of options and time line if it is appropriate to request the rezoning.

7/29/16 Invoice had been sent to Tractor Supply for \$1,341.00 for LBTR 2016-2017. Check was received.

7/29/16 Received LBTR for new business, Ravens Claw Tattoo, at 1 N. Luther Ave, Unit 7. Application sent to Jeff Schmucker for approval of zoning and parking. 7/29/16 The property has a zoning of B-1 (Neighborhood Commercial Business). The B-1 **does not permit** Body Art Shops (Tattoo Parlors). Per email from Jeff Schmucker email. Carl McQuay called the applicant to advise. Applicant did not take information well.

7/29/16 Received LBTR for renewal for Cash Kwik, Inc., at 919 E. Oak Street. Application sent to Fred Lewis for approval.

Continue work on training documents for Planning and Zoning.

Answer Planning and Zoning questions from the public.

Airport Liaison Shelley Peacock was on leave this week.

WEEKLY REPORT TO THE CITY ADMINISTRATOR FOR THE WEEK OF

July 25, 2016 – July 29, 2016

Code Enforcement

Code Enforcement (CE) tagged 2 vehicles located at 1330 E. Oak St. (Old Winn Dixie Parking lot)

Code Enforcement (CE) held a Special Master Hearing on July 28, 2016. Special Master Nielander dismissed CE-16-0194 Sky King Fireworks Inc. He stated that the City of Arcadia should have given prior notice of any changes in the process of obtaining a special event permit and that Sky King had done everything as instructed to obtain a permit as they had done in the past.

Special Master Nielander ruled that Lopez Ritchie, CE -16-16-0151 is guilty of city ordinances premises to be kept clean, un-tagged motor home and un approved fence. He was given 30 days to correct violation from the date of the orders. Fined \$50.00 dollars a day per violation if not corrected and a cease and desist for 2 years.

Special Master Nielander rules that Gary & Barbara Blondell are guilty of city ordinance premises to be kept clean. They were given 60 days to correct the violation from the date of the orders. Fined 50.00 dollars a day if not corrected and a cease and desist for 2 years.

Code Enforcement (CE) met with City Administrator and Mr. Ernest Sturges on July 27, 2016 at 1:00 pm to discuss why he was given a violation notice to remove all inoperative vehicles from his property located at 644 N. Brevard Ave and that he could not operated a transmission automotive shop in that area. It was explained to him by the Administrator that because his business has been closed for more than 180 days that a new business that would be open there would have to adhere to the current zoning codes. He was also informed of the process of

rezoning the property and that he could fill out a rezoning application and request that the property be rezoned.

Code Enforcement (CE) met with Mr. & Mrs. Bob & Kathy Lakey from Trinity United Methodist Church to discuss special event permit for a parking lot sell to be held on every 4th Saturday of the month for the next year at the corner of Oak St. and Orange Ave. The parking lot is owned by Trinity United Methodist Church and is private property. This special event has been placed on the August 5, 2016 City council agenda.

Code Enforcement (CE) called and spoke to Mr. Keith Gable and Mr. Octavius Dennis to explain to them that they had been given the wrong information about the zoning of property where they wanted to open a tattoo shop. The property located at 1 Luther Ave. Unit 7 is zoned B-1, Neighborhood Commercial Business. This zoning does not allow a Body Art Business to be open in this zone. Mr. Gable and Mr. Dennis requested to come in and meet with the City Administrator, Mr. Stewart. Mr. Stewart and I met with them and he informed them that it was an honest mistake and that we apologize for the error, but the code is very clear on the type of businesses that can be open in that area and that there in nothing we could do to change the zoning for that area.

Code Enforcement Action Counts

For Date Period From 07/24/2016 Through 07/30/2016

Action	Count
Case Notes	4
Courtesy Notice	2
Email Correspondence	2
Complaint	2
Verbal Warning Given	2
Inspection / Site Visit	1
Pre Special Master Site Visit	3
Total	17

Code Enforcement Violation Counts

For Date Period From 07/24/2016 Through 07/30/2016

Violation	Count
Grass or Weeds	5
Trucks and Commercial Vehicles	2
Unsafe Building or Structure	1
Trash	1
Building Permit required	1
Total	10

Finance Department

To: Terry Stewart

From: Beth Carsten

Date: Monday August 1, 2016

Subject: Weekly report for Finance for week of July 25 - 29, 2016

Highlights for the Week:

Revenue Receipts:

Water & Sewer – \$82,922.96

Meter Deposits - \$1,300.00

Airport Rent - \$0

Golf - \$174.50

Mobile Home Rent & Laundry – \$2,349.00

Building Permits - \$0

City Fines – \$0

Cemetery - \$750.00

Misc - \$0

Impound - \$0

Saturday Night Lights – \$950.00

Business Licenses - \$743.00

State of Florida - \$211,820.66

Payroll:

- N/A

Accounts Payable:

- Entered 117 invoices and processed 43 checks totaling \$84,492.08 from operating.
- Enter 7 invoices and processed 7 checks totaling \$2,747.16 from Airport.
- Issued 19 purchase orders.

Updates on projects and tasks:

General Billing

- Processed 21 invoices for August 2016 Hangar rent for Airport, totaling \$7,439.39. Once invoices were printed, gave to Shelley Peacock for mailing.

Inventory

- Data taken from Police Department visit is completed.
- Going to Systems Department on August 3

Grant Management

- Emailed Request #5 for Project WW 140110 Water Pollution Control to the DEP. Reimbursement request is for \$111,147.00
- Emailed Police Department Grant Request 1 to FDOT for Reimbursement for Project M3DA-16-18-09 E-Crash Implementation, totaling \$10,596.51

- Request 2 for Project M3DA-16-18-09 E-Crash Implementation is ready, waiting on cancelled check, totaling \$28,303.88

Budget Update

- Tentative millage rate certified with Property Appraiser as directed by Council
- Preparing for first Budget Workshop with Council on Monday, August 9th.

City Clerk

City Clerk, Penny Delaney, was on vacation for the week ending July 29th.

Human Resources

CITY OF ARCADIA

INTER-OFFICE MEMORANDUM

DATE: July 29, 2016

TO: Terry Stewart, City Administrator

FROM: Linda Lowe, Human Resource Manager

SUBJECT: Weekly Report – July 25 – July 29, 2016

Human Resource Manager attended and participated in the Director's Meeting on Monday, July 25.

This week was spent in doing many "housekeeping" type tasks as I have been out of the office for the past two weeks. I spent a great deal of time on Monday and Tuesday of this week answering e-mails and returning calls. On Tuesday I also previewed all applications received for the positions in Streets, Parks, and Systems and scheduled interviews.

Interviews were held on Wednesday and Thursday. Successful candidates have been selected and pre-employment workups have been started. Employees should be ready to begin employment the second week of August.

Work continued this week on the Safety Manual. This manual should be ready for presentation to the Committee at their meeting in August. The Human Resource Manager attended the Safety Committee Meeting on July 27. Work is moving along on the First Aid Kits for all City trucks/vehicles. Committee members were encouraged to report any areas they see that could be safety issues. Insect repellant has

been made available to all employees due to the ZIKA virus. All employees working outside are encouraged to make use of this repellent as the mosquitoes that carry the virus are active during the daytime hours.

Human Resource Manager has been in touch with Tom Guidry of DeSoto Insurance regarding Open Enrollment for City employees. Dates of August 10 and August 26 have been set as Open Enrollment days for the employees to attend presentations and make selections for their benefits for the coming year. All employees will need to make arrangements to attend one of these sessions.

Water Treatment Plant

Weekly Summary Week Ending 7-30-16: A.J. Berndt

(AJ Berndt, John Ristau, Kevin Broder)

- July 23, 2016 (Saturday) – Regen anion #1.
- July 24, 2016 (Sunday) – Regen anion #1. Open GST top hatch to air out fumes.
- July 25, 2016 (Monday) – Refill ammonia day tank. Replaced chemical in chem scan. Sweep, vacuum water plant. Blew off pavement. Regen #3 anion.
- July 26, 2016 (Tuesday) – Change out filters in chem scan room. Hosed down salt area Regen. #1 cation. Clean, sweep, vacuum.
- July 27, 2016 (Wednesday) – Hosed out ammonia and chlorine rooms. Regen #2 cation. Clean and drain caustic pit. Clean VFD's filters in electrical room at WTP.
- July 28, 2016 (Thursday) – Brian electrician at WTP and WWTP. Regen anion #3. Replaced and cleaned filters at remote GST for VFD units. Mop pump room floors.
- July 29, 2016 (Friday) – Regen anion #1. Hose out caustic pit.

Summary for the Week Ending July 29, 2016: Utility Department– A.J. Berndt

Waste Water Plant

(Dave Jones, Donald Saftenberg, Jim McKernan, Gordon Cogswell)

- July 23, 2015 – (Saturday) – Normal plant operation -- Tripped East digester float to allow sludge to settle . Batched LC – 214 polymer in mixing tank , transferred to day holding tank . Reset bar screen conveyor on top of pre treat . Blew off moisture accumulated in air supply line , feeding sand filter lift tube.
- July 24, 2015 (Sunday) --- Normal plant operations -- Started decant of East digester , pulled all clear water from top of settled sludge , raised decant tube – aerators on . Batched LC – 214 polymer in mixing tank , transferred to day holding tank . Blew off accumulated moisture in air supply lines feed sand filter lift tubes.
- July 25, 2015 (Monday) --- Washed down bar screen on top of pre treat . Alternated plant equipment – CL2 pump “A” , Compressor # 2 , and Hydro pump # 2

in service. Run equipment --- Grit Pumps 1 and 2 , Classifier , Blower , and Muffin' Monster . KENDEL Rep. here to check and repair meter register on assembly at grove 2 . Flushed #4 sand filter bay to clear up unit , placed #5 sand filter bay in service .

- July 26, 2015 (Tuesday) --- Batched LC-214 polymer in mixing tank and transferred to day holding tank. Reset conveyor on top of pre treat . Blew off moisture accumulated in sand filter air supply lines . Plant generator running noted in Fuel Oil and Generator Inspection Log . AVANTI meter service here to calibrate meters --- Plant EFF. meter , River meter , and Reuse master meter . #2 INF. pump tripped out , switched power leads in pump control panel to run backwards and clear obstruction in unit , pump clear , back in service . Run water at grove #2 to check application , found half the grove not watering and grove valves (one on , one off) notified owner , will check . City electric maintenance , Pierre' , here to wire Recir. Pump and blown out electric outlet at Trickling Filter and Clarifier feed stations .
- July 27, 2015 (Wednesday) --- Set weekly composite samplers (plant INF. and plant EFF.) per D.E.P. permit . Cleaning office building on compound , knocked down dust , vacuumed and mopped floors , trimming doors and windows for rolling walls with paint . A C out at reuse facility , for pump panel cooling , repair called .
- July 28, 2015 (Thursday) --- Batched LC-214 polymer in mixing unit and transferred to day storage tank . Pulled weekly samples (Plant INF. and Plant EFF.) Per D.E.P. permit , Sent weekly samples with Short Lab driver . Tripped East digester float for sludge settling . Run Sludge press , pulling from East digester , sent 38 tons (76,000 lbs.) to county landfill used for cover on top of trash pile . Electric repair (Brian) here to check mixers and aerators in West digester to see if all are in good shape as units have been out of use for a long duration , all checked out run fine . Reuse photo cell reader eye for tank and pump control out , having checked , unit not sending proper signal to keep facility running , running pumps by H O A switch on pump panels . A C repair at reuse facility checking unit , compressor and fan assembly frozen will call A J on options for repair or replace unit . Pulled 1 gal. sample from cascade outfall for toxicity test attached to last bio assay taken , sent sample to MARINE CO. bio assay lab .
- July 29, 2016 (Friday) ----- Filled Plant truck #21 with fuel for upcoming weeks use, fill ticket to garage . Started decant of East digester , pulling clear water from top of settled sludge . Batched LC-214 polymer in mixing tank and transferred to day holding tank . Received CL2 bleach delivery , transferred to holding tank , received 575 Gals. Blew off excess moisture in air supply lines to sand filter lift tubes . Reset conveyor on top of pre treat . Continued painting walls in main office building on compound .

Public Works

Public Works Recap for Week 7/23/2016 thru 7/29/2016

General Information

The PWD assisted the on-call personnel with setting up a utility pole back up at the Mobile Home Park. The PWD inspected the roadway on LaSolona in front of the School Board and advised the CA of the condition of the roadway.

Cemetery

Mowed and weed eaten each day.

Streets

Cut up and removed fallen trees on Court, Whidden, Mills & Oak and the Cemetery (4 loads). Patched around a manhole on Pine. Filled in wash outs on O'Leary and Johnson. Assisted the Garage in changing the tires on the claw truck. Inspected a sinkhole on the side of the road on Robert and found a sewer line had a hole drilled through it, causing the sink hole. Trimmed the trees on Orange that were blocking the stop sign. 'Trimmed trees on Washington (1 load). Inspected the alley off of Oak and leveled and patched where the Utilities installed a float. Patched the intersection of Mills & Oak. Also patched, Imogene and Fourteenth. Installed reflective devices at the corner of Manatee and Gibson. Picked up a shopping cart full of trash on Hickory, emptied it and returned it to Save A Lot. Inspected the speed bumps on LaSolona. Began digging to reform a ditch on Lincoln. Inspected the GFI outlet and pump on the corner of Polk and Oak. A total of 19 loads of brush were picked up throughout the City.

Sanitation

All routes were ran as normally scheduled.

Parks

Picked up the barricades from a downtown event. The Parks Supervisor welcomed a new guest into the MHP. Mowed at Turner and Gibson. Mowed at the Airport, Cemetery, Lake Katherine,

Storybook Park, and Jim Space. Cleaned up down town. All City Park restrooms were cleaned and stocked with paper products. Put out barricades for an event downtown.

Garage

Replaced a rear tire on the Streets claw truck. Replaced the thermostat and gasket on a PD vehicle. Road call to jump start the Cemetery truck. PM performed on the PWDs truck. Replaced 4 tires on a Sanitation truck. Plugged a tire on a Parks trailer. Repaired a flat tire on

the Systems air compressor. Cleaned carburetor on the Streets push mower. Replaced rack and pinion and wheel speed sensor on a PD vehicle. Replaced the trailer plug on a Parks trailer. Replaced brake light bulb on a PD vehicle. Road call to put hydraulic fluid in the Systems backhoe.

Facility Maintenance

The Way Building Ladies restroom door hinge was replaced.

Inmates

MONDAY: Cleaned ditches on Maple from Tenth to Turner. Mowed the alley way on Citrus. Mowed the right of way on Monroe. Mowed and weed eaten a property on Providence for Code Enforcement.

TUESDAY: Mowed and weed eaten at WWTP, Reuse and the Public Works yard. Mowed and cleared a property on Wilson and Waldron for Code Enforcement.

WEDNESDAY: Mowed and weed eaten at the Cemetery

THURSDAY: Threw trash for one of the Sanitation truck routes.

Pro Shop/Golf Course

To: Terry Stewart

From: Michael Kotzker

Date: Tuesday, August 2nd, 2016

Subject: Weekly report for Golf Course for week of July 23rd-July 29th 2016

Been in contact with Swiftmud about a grant to interconnect ponds and to pump from ponds which will be supplied from the waste water.

Looking to obtain Tree Grant for Golf Course and City of Arcadia.

Review Bills for payment.

Course showing much improvement.

Have Jason Field Maintenance spot spray the Greens for weeds.

Meet with Jason & Jett from Laman Field Maintenance and went over entire Golf Course.

I meet with my Maintenance staff each morning and afternoon.

Conduct our Friday meetings with my staff.

Check all Satellites on Golf Course and make sure they have the correct sequence.

Total Revenue from 7/23-7/29 is \$311.35 plus \$23.40 sales tax.

Met Jett on Tuesday Morning as they sprayed Weed Killer on Fairways.

Met Jett on Wednesday as they applied Granular Fertilizer to our Greens.

We are using the Well water specifically to water Greens only.

Project #6 which is the fertilization of golf course was completed on July 27th.